



Board of Legal Document Preparers

Arizona State Courts Building
1501 West Washington Street
Phoenix, Arizona 85007

May 22, 2017
Time: 10:00 a.m.
Hearing Room 109

Approved Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Mary Carlton, Chair
Becky Nilsen
Cheri Clark
Paul Friedman

Telephonically Present:

Deborah Colon-Mateo
Jerry Thomas
Pamela Milburn
Mary Jo Randall

Absent:

Honorable Michael Herrod

OTHER ATTENDEES:

AOC Staff:

Mark Wilson
Debbie MacDougall
Michelle Martinez
Hal White
Kate Novak
Wil Castro
Marisa McNally
Amanda Flores

Guests:

Aaron Gordon
Jennifer Skidmore
Jaron Perkins

CALL TO ORDER

Called to Order By:

Mary Carlton, Chair

Time:

9:59 a.m.

1) REVIEW AND APPROVAL OF MEETING MINUTES

Individuals Addressing the Board:

1-A: *Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of March 27, 2017.*

Discussion: None.

Motion: Consideration of and motion to accept the regular session minutes of the March 27, 2017 meeting.

Motion Proposals: First: Paul Friedman

Second: Mary Carlton

Recusals: Pamela Milburn and Cheri Clark

Results: Pass

2) PENDING COMPLAINTS

Individuals Addressing the Board:

Amanda Flores

2-A: *Review, discussion and possible action regarding request for reconsideration from Christopher Fortier concerning Complaint Number 14-L006.*

Discussion: Staff recommends that the Board defer consideration of this matter until Mr. Fortier submits a new application. Staff further recommends responding to Mr. Fortier to inform him of the Board's decision concerning his request.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman

Second: Mary Carlton

Results: Pass

3) INITIAL CERTIFICATION AND ELIGIBILITY

Individuals Addressing the Board:

Hal White

3-A: *Review, discussion and possible action regarding the following applications for initial, individual, business entity legal document preparer certification and business entity exemption requests:*

1. Affordable Documents AZ, LLC

Discussion: Staff recommends granting initial certification and business entity exemption to Affordable Documents AZ, LLC, starting July 1, 2017, for the 2017-2019 renewal period.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Cheri Clark

Results: Pass

2. A-Z Legal Documents and Services

Discussion: Staff recommends granting initial certification and business entity exemption to A-Z Legal Documents and Services.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Mary Carlton

Results: Pass

Individuals Addressing the Board:

Wil Castro

3. Michael Prior

Discussion: Staff recommends granting initial certification to Michael Prior, starting July 1, 2017, for the 2017-2019 renewal period.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Mary Carlton

Results: Pass

4. Don Andy Thacker
5. Personalized Legal Document Preparer, LLC

Discussion: Staff recommends granting initial certification for Andy Don and business certification for Personalized Legal Document Preparer, LLC, with a business entity exemption effective July 1, 2017, pending that the remaining balance of \$325.00 is submitted to staff by the June 30, 2017 deadline.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Mary Carlton

Results: Pass

6. Makia White

Discussion: Staff recommends granting initial certification to Makia White.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Mary Carlton

Results: Pass

7. Laurentina Fonseca

Discussion: Staff recommends granting initial certification to Laurentina Fonseca with non-disclosure language.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Mary Carlton

Results: Pass

8. Diana Morrison
9. Tri-State Paralegal Services, LLC

Discussion: Staff recommends granting initial certification to Diana Morrison and her business, Tri-State Paralegal Services, LLC, with a business entity exemption.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Mary Carlton

Results: Pass

10. Cheri Smith

Discussion: Staff recommends granting initial certification to Cheri Smith, starting July 1, 2017, for the 2017-2019 renewal period.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Mary Carlton

Results: Pass

11. Aaron Gordon
12. Watermark Estate Planners, LLC

Discussion: Staff recommends denying legal document preparer certification to Aaron Gordon and his business, Watermark Estate Planners, LLC, pursuant to ACJA § 7-201(E)(2)(c)(2)(b)(xv), for failing to disclose information on the certification application subsequently revealed through the background check.

Mr. Gordon addresses the Board and requests reconsideration after one year.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Mary Carlton
Second: Becky Nilsen

Results: Pass

13. Money Never Sleeps, LLC

Discussion: Staff recommends granting the request to withdraw the application for Money Never Sleeps, LLC.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Becky Nilsen

Results: Pass

14. Union Estate Planning (Jennifer Skidmore)

Discussion: Staff recommends granting initial business entity certification to Union Estate Planning and approval of business entity exemption.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Becky Nilsen
Results: Pass

15. Jaron Perkins

Discussion: Staff recommends denying initial certification to Jaron Perkins pursuant to ACJA § 7-201(E)(2)(c)(2)(b)(xv), for failing to disclose information on the certification application subsequently revealed through the background check.

Mr. Perkins is present and addresses the Board.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Cheri Clark
Second: Mary Carlton
Results: Pass

4) RENEWAL CERTIFICATION APPLICATIONS

Individuals Addressing the Board: Will Castro

4-A: *Review, discussion and possible action regarding the application for renewal of individual legal document preparer certification for David Lerma.*

Motion: Staff recommends granting renewal of certification for David Lerma.

Motion Proposals: First: Paul Friedman
Second: Becky Nilsen
Results: Pass

5) CERTIFICATION AND ELIGIBILITY

Individuals Addressing the Board: Wil Castro

5-A: *Review, discussion and possible action regarding request for Inactive Status from the following certificate holders:*

1. Viviana Arriola
2. Bruce Evers

3. Anita Meyer
4. Pamela Poetker
5. John Price
6. Heather Tripp
7. HLT Enterprises, LLC (Heather Tripp)
8. Tracey Kokumo Craig
9. Cheaper Than A Lawyer, LLC (Tracey Kokumo Craig)

Discussion: Staff recommends accepting these requests for Inactive Status placement.

Motion Proposals: First: Paul Friedman
Second: Becky Nilsen

Results: Pass

Individuals Addressing the Board: Wil Castro

5-B: *Review, discussion and possible action regarding request for waiver of continuing education requirements from the following certificate holders:*

1. Sheila Webster

Discussion: Staff recommends granting Ms. Webster's CE extension to 90 days, effective from today's Board date, to complete her deficient CE. The deficient CE Ms. Webster completes will not be credited for the 2017-2019 renewal period.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Mary Carlton

Results: Pass

2. Ermila Garza-O'Neil

Discussion: Staff recommends granting Ms. Garza-O'Neil's CE extension to have her deficient CE completed by June 30, 2017. The deficient CE Ms. Garza-O'Neil completes, will not be credited for the 2017-2019 renewal period.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Mary Carlton

Results: Pass

Individuals Addressing the Board: Hal White

3. Jeannie Benavente

Discussion: Staff recommends Ms. Benavente be granted until the end of the renewal period to complete her CE with no remedial actions because she disclosed before May 15, 2017, and has worked hard to correct her CE deficiency.

Motion: Consideration of and motion to accept staff's recommendation.

Motion Proposals: First: Paul Friedman
Second: Mary Charlton

Recusals: Pass

6) ADMINISTRATIVE ISSUES

Individuals Addressing the Board: Mark Wilson

Discussion: Update on CE changes and advises the Board that proposed changes will be posted for next meeting.

Motion: None.

CALL TO PUBLIC

None.

ADJOURNMENT

Motion: Motion to adjourn.

Motion Proposals: First: Mary Carlton
Second: Paul Friedman

Results: Adjourned.

Time: 10:38 am

MM